



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO. SER-09-0024-AAO	OPENING DATE October 22, 2008	CLOSING DATE November 12, 2008
POSITION TITLE, SERIES, GRADE AND SALARY Supervisory Sanitarian GS-688-13, \$77, 670 per annum (Includes Locality Pay Adjustment)	LOCATION AND DUTY STATION Albuquerque Area Office Division of Environmental Health Services Albuquerque, NM	
AREA OF CONSIDERATION: HHS-WIDE		
RELOCATION: Relocation expenses will be paid.		

CONDITIONS OF EMPLOYMENT:

- One full-time permanent position. The incumbent of this position is subject to call back and/or standby work.
- May be required to serve a probationary period for supervisory/Managerial positions.
- Position involves operation of government vehicle to perform duties. Must possess and maintain valid state driver's license.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

DUTIES AND RESPONSIBILITIES:

Supervisory Responsibilities: Assigns, schedules, and directs the work activities of two District Environmental Health Officers, GS-688-12; one Service Unit Environmental Health Officer, GS-688-12; one Area Institutional Environmental Health Officer, GS-618-12 and one Injury Prevention Specialist, GS-688-12. Provides general policy or specific technical guidance as request or considered necessary. Takes into consideration such factors as nature and complexity of the work to be done, relative priorities involved and the capabilities and existing work load of available employees, hold meetings to provide additional guidance, obtain information pertaining to status of operations and discuss proposed plans or procedures to provide understanding of existing operational requirements. Approves leave, resolves minor grievance, maintains discipline, develops Individual Development plans, identifies training requirements, and provides or request training for assigned personnel. Evaluates performance, recommends promotions, and writes letter of commendation and recommends quality increases or other incentive award (or penalties) indicated to be appropriate. Recertifies existing job and performance requirement for accomplishment by authorized positions and reviews applications and/or interviews candidates for appointment or reassignment and recommends selection. The incumbent is responsible for furthering the goals of Equal Employment Opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objective and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap.

Specifically, as supervisor, incumbent initiates nondiscriminatory process and affirmative action for the area under his/her supervision in the following; (1) merit promotion of employees and recruitment and hiring of applicants, (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. **Program Responsibilities:** Serves as the Director, Division of Environmental Health Services (DEHS), with responsibilities of planning, implementing, directing and evaluating a comprehensive Environmental Health Services program for the Albuquerque Area Indian Health Services. Serves as the prime advisor to the Director, Office of Environmental Health and Engineering and other staff on all matters related to environmental health, injury prevention, institutional health, and safety management programs. Formulates and implements polices, programs and procedures for administering projects or programs concerned with eliminating and preventing environmental hazards, planning or conducting environmental health education, develop new (and revise existing) standards, methods and procedures to aid in developing, improving and maintaining environmental health program a administered by DEHS staff. Develops implements and evaluates the Annual Environmental Health Services Plans for each of the Service Units. Monitors the plans for compliance to ensure Area and Headquarters goals and objectives are met and/or improved though effectiveness and efficiency. Resolves problems related to environmental health service, investigates complaints and other incidents involving Area Office DEHS. Determines and takes corrective action and necessary measure to assure availability of resources to meet program needs. Recommends to Director, OEHE and the selection and assignment of DEHS personnel within the area to affect maximum utilization of manpower and funds. Analyzes morbidity and mortality data associated with environmentally -related diseases and unintentional injuries to assist in the development and implementation of program plans. Provides technical support and program guidance to area office and field staff as well as service unit administrative and clinical staff on matters relating to environmental health and assist them in development and implementation of program plans. Designs, implements and evaluates training provided by IHS and tribal personnel related to environmental health. Plans, evaluates, develops, implements and administers the Area Injury Prevention and Area Institutional Health programs. Serves as the Area technical authority for disease such as hepatitis, botulism, encephalitis, salmonellosis, shigellosis, etc., their modes of transmission and methods of control. Services as the Area technical authority on the surveillance and control of vector-borne diseases such as plague, rabies, tularemia, Rocky Mountain spotted fever, etc. Serves as the Area technical advisor for X-ray safety and conducting surveys of X-ray units in the Albuquerque Area. Serves as the Area technical authority on DEHS data systems. Responsible for ensuring maintenance and management WebEHRS, WebCIDENT, and the IHPES data project. Collaborates and coordinates programs activities with other area staff and officials of state and federal agencies to achieve a total comprehensive health program. Provides technical consultation to Tribes and tribal organization on all environmental health matter, such as food, vector control, water, wastewater, solid waste, etc. Performs other duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Basic Requirements:

Education: A full 4-year course of study that meets all the requirements for a bachelor's degree, and that included or was supplemented by at least 30 semester hours in a science or any combination of sciences directly related to environmental health (such as sanitary science, public health, chemistry, microbiology, or any appropriate agricultural, biological, or physical science).

OR

Experience: Four years of experience in inspectional, investigational, technical support, or other support or responsible work that provided a knowledge and a fundamental understanding of, and the ability to use, environmental health principles, methods, and techniques equivalent to that which would have been gained through a 4 -year college curriculum.

OR

A combination of education and experience as described above.

In addition to meeting the basic requirements, applicants must have had 52 weeks of specialized experience equivalent to at least the GS-12 level.

Specialized Experience: (1) Experience in developing, evaluating, and advising on programs designed to prevent and eliminate environmental health hazards. Examples of qualifying specialized experience include analyzing substances to determine contamination or the presence of disease, or resolving environmental health problems through collection, tabulation, and evaluation of environmental sanitation data and development and implementation of plans to eliminate or control environmental health hazards. (2) Demonstrated supervisory experience, which evidences the ability to supervise professional staff, technical staff and support staff, including supervisory duties such as performance evaluations, assignment of work, staff development and resolution of disciplinary problems. Examples of the types of experience that will be credited are shown under "Duties and Responsibilities."

SELECTIVE FACTOR: In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills and abilities (KSAs).

Knowledge of principles and techniques of sanitation/environmental health as would be evidenced by registration as a Registered Sanitarian by any State, territory or national environmental health organization.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability of develop improvements in or design new work methods and procedures.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSA's described below. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

1. Ability to supervise and lead people to train maximum effectiveness and efficiency in program operations.
2. Knowledge of Environmental Health, injury prevention and institutional health to be able to develop, implement, evaluate and administer these programs at the Area level.
3. Ability to develop, implement, analyze, evaluate and produces solutions to problems in an environmental health program.
4. Ability to analyze, evaluate, and incorporate epidemiological data concerning environmental health related issues and incorporate into intervention strategies.
5. Ability to maintain and modify data systems and to analyze and use the data for program initiatives.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Commissioned Corps Officers: The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and all other documents specified in this announcement.

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for **permanent** positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

Reasonable Accommodations: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Raelyn Pecos (505) 248-4106. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.

WHERE TO APPLY:

Applications MUST be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Albuquerque Area Indian Health Service
Division of Human Resources
5300 Homestead Road NE
Albuquerque, NM 87110

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquiries, contact Raelyn Pecos, Human Resources Specialist, 505-248-4106.

REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the **BIA Form 4432**, Verification of Indian Preference for Employment in BIA and IHS only. This certifies the applicant as an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- Applicants **must** submit a copy of all college transcripts to meet positive education requirements. **Official transcripts will be required prior to entry on duty.**
- Copy of valid State driver's license.
- Copy of Registration as a Registered Sanitarian by any State, territory or national environmental health organization.
- Statement Authorizing Review of Application.
- See '**HOW TO APPLY**' on last page, for additional information.

OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy **must** be re-announced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/Raelyn Pecos

Human Resources Specialist

10/21/08

Date

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application.

Signature of Applicant

HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

Optional Application for Federal Employment – Form Number OF-612
http://www.opm.gov/forms/pdf_fill/of612.pdf

Résumé or Other written application format with information requested below.

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Procedure for using résumé or other written application: Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

➤ **WORK EXPERIENCE**

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

➤ **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Submit a copy of applicable documents with your application if you are in the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.